



Idaho Army National Guard
Human Resource Office
4794 General Manning Avenue, Bldg 442
Boise, Idaho 83705-8112



NGID-HRO-AGR

13 May 2021

SUBJECT: IDAHO ARMY AGR ANNOUNCEMENT # **21-25**

1. Active Guard Reserve (AGR) Position Vacancy Announcement in the Idaho Army National Guard. This announcement will be posted to unit bulletin boards.

POSITION TITLE: Training NCO
UNIT: CO D 1-183RD AV REG
UIC: WYQRD0
DUTY LOCATION: Boise, ID
AUTHORIZED GRADE: SGT / E5
DUTY SSI OR MOS: 15T or ability to obtain
ELIGIBILITY: Open to current Service Members in the Idaho Army National Guard who hold the grade of E4 to E6.
Service Members holding the grade of E6 will agree to a voluntary reduction to the grade of E5 upon acceptance of position.
CLOSING DATE: 27 June 2021

2. **EQUAL OPPORTUNITY:** The Idaho Army National Guard is an equal opportunity employer. Selection for positions will therefore be made on an equal opportunity basis, and not on non-merit factors.

3. Applicants must possess a valid State Motor Vehicle Operator license.

4. **ANNOUNCEMENT INSTRUCTIONS:** The following is a complete list of documents required to accompany your application. Read carefully; provide all necessary documentation to support qualifications for this position. Perishable documentation should not be more than 30 days old as of the closing date this announcement, i.e. DTMS, IMR, RPAM, SRB.

a. Applications will not be accepted in binders or document protectors.

b. AGR Application Checklist dated September 2020. Documents must be organized in this manner. This can be found attached to this announcement or on the Idaho National Guard Human Resource website at:

<https://inghro.idaho.gov/hr/forms/forms.htm#formsArmyAgrJobs>

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c. NGB Form 34-1 (completed and signed).

d. MEDPROS Individual Medical Readiness Record. MEDPROS IMR Record can be obtained by accessing your AKO / Health Resources Dropdown / My MEDPROS (view my record) / Forms / IMR Record. Medical documentation other than MEDPROS Individual Medical Readiness Record will not be accepted.

e. Copies of current temporary and permanent profiles.

f. Digital Training Management System (DTMS) APFT and Height/Weight Individual Training Report (ITR). Must be signed and dated by unit Training or Readiness NCO. If an alternate event was performed on most recent test, a profile is required. A letter of explanation is required for any absence of record APFT or Ht/Wt entries. ***“Due to ongoing restrictions surrounding COVID-19, most recent tests will be accepted by this office”***

g. SRB (Soldier Record Brief). Board selection format preferred (validated/certified). If there is an ASVAB score requirement and you are not MOS qualified for the position, scores must be on your SRB. Otherwise, documentation must be attached showing current ASVAB scores or other qualifications.

h. Last five consecutive NCOERs/OERs and/or Commander’s Letter of Recommendation for service members with less than five ratings.

i. Retirement Point Accounting Management (RPAM) worksheet.

j. DD 369 (attached to this announcement); fill out blocks 1-9 and sign block 11.

k. Documentation supporting applicant’s qualifications i.e. resume, certificates, etc. (optional).

l. If an administrative reduction is necessary to accept this AGR appointment, complete a DA 4187 to request voluntary reduction, sign, and include in your application packet.

m. Biographical Sketch (Commissioned Officers Only). Must be signed by the applicant.

n. DA 1059 and/or Certificates for all OES Courses (Commissioned Officers Only).

o. All applicants must have or be able to obtain a Secret security clearance (this is a condition of employment). A security clearance memorandum is only required when the security clearance has surpassed without renewal, or if there are any other security clearance issues that require explanation.

p. All applicants must have or be able to obtain a Government Travel card within 90 days of employment.

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5. Acceptance of an AGR position may have an effect on Selected Reserve Incentive Programs to include Bonus payments and/or Student Loan Repayment Program. This will not affect Montgomery GI Bill eligibility. Please check with the Incentives Branch to receive information on how an AGR position would affect you individually.

6. Subject to availability of funds; Permanent Change of Station (PCS) allowance is authorized for incumbents residing outside normal commuting distance as stated by USPFO PAM 37-106.

7. Application packets must be received on the closing date specified in this announcement to the address below. **The preferred method of submittal will be using the email method to the below AGR Mailbox.** Packets may also be delivered in person or by mail. Mailing of application packets using military postage is prohibited. When mailing an application packet, notify the below inbox or point of contact upon shipment date.

8. When submitting via email, Soldiers will send completed packets as one PDF File to ng.id.idarng.mbx.hro-agr@mail.mil. PDF Portfolios and attachments are not acceptable for emailed submissions. Email subject lines must be formatted as follows: Announcement Number and Applicant's Name i.e. 21-25 SGT John Doe.

**Human Resources Office
ATTN: Army AGR Branch
4794 General Manning Ave, Bldg 442
Boise, Idaho 83705-8112**

9. The point of contact for further information is SSG Benjamin Fairchild at 208-272-4214 or benjamin.d.fairchild.mil@mail.mil.

BENJAMIN D. FAIRCHILD
SSG, IDARNG
Assistant AGR Manager

DUTIES AND RESPONSIBILITIES

The primary purpose of the position is to serve as a Training NCO and conduct Administrative, Training, and Readiness operations. Works under direct supervision of the Company Readiness NCO.

1. Responsibility for military training by devising and implementing training plans, guidelines and procedures, reports and assessments for the unit and individuals assigned.
 - a. Prepares training guidelines, individual training records, and readiness reports.
 - b. Prepares for unit yearly training workshop to develop yearly training plan with unit leadership.
 - c. Prepares for monthly unit training meetings.
 - d. Prepares, submits and maintains training schedules and plans through the use of the Digital Training Management System (DTMS) for approval by the commander and higher headquarters.
 - e. Maintains training guidance and documents as required by higher headquarters.
 - f. Prepares automated requests for orders.
 - g. Prepares correspondence for approval by commander or higher level supervisor.
 - h. Completes training expenditure forecasts. Coordinates training programs for the unit to include the scheduling of training areas, obtained equipment and other materials required for testing of personnel and training scorer/evaluators or test officers.
2. Manages the military schools program for the unit.
 - a. Coordinates with the higher headquarter to obtain quotas for personnel to attend school (Service, NCO, Special, etc).
 - b. Manages use of school quotas, training support man days and other training resources as allocated to the unit.
 - c. Reviews requests for training; ensuring applicants are eligible to attend the requested school, and prerequisites are met. Enrolls qualified unit personnel in schools using ATRRS and requests the appropriate personnel action (e.g. ASI or MOS award) upon completion of required training and other qualifications.
 - d. Maintains tracking mechanisms to ensure Soldiers have completed pre-training requirements (ATRRS Schools) 60 days prior to training start date.
3. Makes recommendations regarding training facilities best suited to the unit in achieving its goals and objectives.
 - a. Initiates requests for equipment training support to higher, adjacent, and other military commands to support unit training objectives.
 - b. Provides input for the yearly training plan.

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c. Assembles and maintains statistics on weapons qualification, crew qualifications/table certifications, Common Task Testing, Military Occupational Skill Qualification, Officer and Enlisted Education Schools and other critical data as required.

4. Responsible for the management and maintenance of AFCOS for Pay and the timely submission of DA Form 1379.

a. Reviews and corrects all Pay Inquiry Requests and Travel Vouchers.

b. Request Travel/Active Duty Orders necessary for personnel to complete assigned tasks, Training, other requirements and processes them for pay.

c. Maintains and tracks financial transactions using a finance transmittal letter.

d. Ensures submission of finance transactions in a timely manner.

e. Prepares attendance rosters for IDT and Annual Training.

5. Completes administrative and personnel transactions for the unit.

a. Reviews and provides recommendations for the assignment and utilization of military personnel in accordance with authorized manning documents.

b. Accomplishes or reviews a variety of military personnel transactions including reenlistments, separations, promotions, duty assignments, transfers, medical evaluations, line of duty actions, security clearances, awards and decorations, retirements, etc., and forwards actions to a higher level military personnel office; Provides information and assistance to personnel in completing personnel actions; Provides technical assistance to unit personnel in the completion and maintenance of individual mobilization packets, FTNGD Applications, and the publication of required personnel orders.

c. Maintains accountability of personnel actions using SIDPERS Transmittal system, and or office transmittal system as appropriate.

6. Provides assistance to the commander /1SG pertaining to military personnel administration.

a. Researches and resolves routine military personnel problems and questions.

b. Provides information to unit personnel about benefits and entitlements, career and bonus programs, educational, and other benefits.

c. Assembles supporting documentation required at higher levels when processing actions such as administrative discharges, etc.

7. Performs other duties as assigned.

15T DUTY DESCRIPTION

Performs and installs aircraft subsystem assemblies such as engines, rotors, gearboxes, transmissions, mechanical flight controls and their components. Services and lubricates aircraft and subsystems. Prepare aircraft for inspections and maintenance checks. Performs scheduled inspections and assists in performing special inspections. Performs limited maintenance operational checks and assists in diagnosing and troubleshooting aircraft subsystems using special tools and equipment as required. Requisitions and maintains shop and bench stock for repair of aircraft systems and equipment. Maintains facilities for storage of flammable and hazardous materials. Uses and performs operator maintenance on tools, special tools and aircraft ground support equipment. Prepares forms and records related to aircraft maintenance. Performs non-rated crewmember duties.

Physical demands rating and qualifications for initial award of MOS:

- (a) A physical demands rating of Moderate (Gold).
- (b) A physical profile of 222211.
- (c) Normal color vision.
- (d) Qualifying scores.
 1. A minimum score of 105 in aptitude area MM in Armed Services Vocational aptitude Battery (ASVAB) tests administered prior to 2 January 2002.
 2. A minimum score of 102 in aptitude area MM on ASVAB tests administered on and after 2 January 2002 and prior to 1 July 2004.
 3. A minimum score of 104 in aptitude area MM on ASVAB tests administered on and after 1 July 2004.
 4. A Minimum OPAT score of Standing Long Jump (LJ) -0120 cm, Seated Power Throw (PT) - 0350 cm, Strength Deadlift (SD) - 0120 lbs., and Interval Aerobic Run (IR) - 0036 shuttles in Physical Demands Category "Moderate" (Gold).
- (e) Formal training (completion of a resident MOS 15T course conducted under the auspices of The United States Army Aviation Center of Excellence (USAACE)).
- (f) Reclassification:** Must meet the above qualifications and all prerequisites IAW AR 614-200 Chapter 3-19 and AR 40-501 Chapter 3. Must be in the grade of SPC (non-promotable) or below unless they have held an aviation maintenance/component repairer CMF 15 MOS for a minimum of 12 months at skill level 1 or 2, 18 months at skill level 3 or 24 months at skill level 4